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6 June 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (30 May - 5 June 1985)

1. NPIC BRIEFING AIDS. A representative of the Information Resources Management Division (IRMD) met with representatives of the National Photographic Interpretation Center (NPIC) and the NPIC Records Management Officer to discuss IRMD's recommendations on a proposed micrographics application. NPIC had expressed an interest in reducing its Substantive Briefing Aids Collection (SBAC) and automating the retrieval process. The IRMD representative had considered NPIC's requirements, its planned conversion to a single briefing aid format (35mm slides), and a survey of state-of-the-art methods and technologies. Recommendations were made to (a) improve the cataloging in NPIC's existing Wang-based index, (b) add charge out and item location elements to this index, and (c) manually store and retrieve the 35mm slides. After discussing the available options and their associated costs, NPIC chose the IRMD recommendations as the most cost-effective way to improve its management of the SBAC.

2. ISOO INSPECTION. The Agency National Security Classification Officer, from the Office of Information Services (OIS), accompanied Harold Mason of the Information Security Oversight Office (ISOO) on the fourth FY 85 ISOO inspection of the Agency. This inspection focused on the Agency's security education program conducted by the Security Education Group, Office of Security. A new video tape on audio countermeasures was viewed, followed by a general discussion of the training programs conducted by the Security Education Group. No problems were found, and Mr. Mason seemed pleased with the Agency's security education program. The next scheduled inspection will be held on 15 August and will cover information security practices in the Directorate of Operations.

3. ELECTRONIC TRANSMITTAL OF 300-PAGE DOCUMENT TO P&PD. The Regulatory Policy Division (RPD) has completed the coordination of  Handbook, and is preparing it for DDA approval. When approved, this 300-page handbook will be transmitted—using a Wang workstation—via telecommunications to the Printing & Photography Division (P&PD) for publication. A meeting was held between RPD and P&PD to coordinate the procedures required for transmitting such a large document.

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5 June 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (29 May - 4 June 1985)

1. The Week in Review      29 May - 4 June 1985      1985 Weekly Average
- |                         |       |       |
|-------------------------|-------|-------|
| a. New cases            | 60    | 55.2  |
| b. Cases closed         | 78    | 82.0  |
| c. New appeals logged   | 1     | 2.6   |
| d. Appeals closed       | 5     | 1.3   |
| e. Manpower (man-weeks) | 110.6 | 101.2 |
2. Current Backlogs
- a. Initial requests - 2334
  - b. Requests in administrative appeal - 168
  - c. Requests in litigation  
(not equal to number of lawsuits) - 91
3. Spotlighted Requests

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STAT IPD [ ] (5 June 1985) (Final)  
Distribution:  
Orig - Adse  
1 - DCI/DDCI/Executive Director  
1 - DCI History Staff  
1 - DDI  
1 - DDO  
1 - DDS&T  
5 - OIS  
1 - C/PAO  
1 - Comptroller  
1 - IG  
1 - OGC  
1 - OLL  
1 - OP  
1 - OL  
STAT 1 - C/IMS [ ]  
STAT 1 - DDO/IRO  
25 - DDO/IMS [ ]  
1 - DDI/IRO  
1 - DDA/IRO  
1 - IC/IRO  
1 - OTE/MAT  
1 - OIS/LA  
1 - IRG/OS  
1 - IPD Subject  
1 - IPD Chrono  
1 - IPD Reading Board  
1 - HGH

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5 June 1985

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Classification Review Division

SUBJECT: Weekly Report (29 May - 5 June 1985)

1. Another tutorial session on Executive Order 12356 and Mandatory Reviews was held in which all CRD reviewers met with the DIS, DDIS, and OIS legal counsel. The discussion revolved around the point of using statutory authorities to withhold from release information that is sensitive and would cause damage if released but is not classified under E.O. 12356. This situation will arise when something cannot be defined as falling within "intelligence activities (including special activities), or intelligence sources or methods." CRD reviewers define intelligence sources and methods very broadly to include anything the Agency itself must do to collect, analyze, and produce intelligence. It would strengthen our case for withholding in certain instances if we can cite statutes such as the 1949 CIA Act which gives the Director authority to protect certain organizational data. The OIS legal counsel was asked to sound out OGC for an opinion on

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using these statutory authorities to withhold information during mandatory reviews and during systematic reviews such as the Historical Review Program. We also requested examples of the types of information that could not be classified under the E.O. but could be withheld under a statute. (IUO)

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## CLASSIFICATION REVIEW DIVISION

## RECORD OF REVIEW

PERIOD: 28-31 May 1985 REVIEWER: \_\_\_\_\_ BRANCH: Combined Division

| <u>SOURCE OF MATERIAL</u> | <u>TYPE OF REVIEW</u> | <u>NO. OF DOCUMENTS</u> | <u>NO. OF PAGES</u> |
|---------------------------|-----------------------|-------------------------|---------------------|
| <u>EXTERNAL REQUESTS:</u> |                       |                         |                     |
| DOD                       |                       |                         |                     |
| AIR FORCE                 | <u>prepublication</u> | <u>1</u>                | <u>45</u>           |
| ARMY                      | _____                 | _____                   | _____               |
| DIA                       | <u>Mandatory</u>      | <u>5</u>                | <u>10</u>           |
| JCS                       | _____                 | _____                   | _____               |
| NAVY                      | _____                 | _____                   | _____               |
| NSA                       | _____                 | _____                   | _____               |
| OSD                       | _____                 | _____                   | _____               |
| NARS                      |                       |                         |                     |
| WNRC                      | _____                 | _____                   | _____               |
| STATE CDC/SR (FRUS)       | <u>Frus</u>           | <u>201</u>              | <u>625</u>          |
| CDC/MR                    | _____                 | _____                   | _____               |
| OTHER                     |                       |                         |                     |
| SUB TOTALS                | _____                 | <u>207</u>              | <u>680</u>          |
| <u>INTERNAL REQUESTS:</u> |                       |                         |                     |
| PRB                       | <u>prepublication</u> | <u>1</u>                | <u>37</u>           |
| IPD                       | _____                 | _____                   | _____               |
| OLL                       | _____                 | _____                   | _____               |
| OGC                       | _____                 | _____                   | _____               |
| SAE                       | <u>separation</u>     | <u>13</u>               | <u>18</u>           |
| OTHER                     | _____                 | _____                   | _____               |
| SUB TOTALS                | _____                 | <u>14</u>               | <u>55</u>           |
| <u>SPECIAL PROJECTS:</u>  |                       |                         |                     |
| RIMS                      | _____                 | _____                   | _____               |
| OTHER                     | _____                 | _____                   | _____               |
| GRAND TOTALS              | _____                 | <u>221</u>              | <u>735</u>          |

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4 June 1985

MEMORANDUM FOR: Director of Information Services

FROM:

[redacted]  
Acting Chief, Information Resources  
Management Division

SUBJECT: IRMD Weekly Report (29 May - 4 June 1985)

A. PROGRESS ON ACTION ITEMS

COMPONENT SURVEY. The survey of information handling and records management practices in the Office of Scientific and Weapons Research (OSWR) is progressing well. [redacted] and [redacted] Information Control Branch (ICB), have visited approximately half of OSWR's components and interviewed a cross section of personnel to better understand OSWR's activities, records requirements, and problem areas.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

2. NPIC BRIEFING AIDS. [redacted] Information Management Branch (IMB), met with representatives of the Training Division, National Photographic Interpretation Center (NPIC), and the NPIC Records Management Officer to discuss [redacted] recommendations on a proposed micrographics application. NPIC had expressed an interest in reducing its Substantive Briefing Aids Collection to a more manageable form and automating the retrieval process. [redacted] had considered NPIC's requirements, its planned conversion to a single briefing aid format (35mm slides), and a survey of state-of-the-art methods and technologies. His recommendations were to (a) improve the cataloging in NPIC's existing Wang-based index, (b) add charge out and item location elements to this index, and (c) manually store and retrieve the 35mm slides. After discussing the available options and their associated costs, NPIC chose the IMB recommendations as the most cost-effective way to improve its management of the Substantive Briefing Aid Collection.

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3. ISOO INSPECTION.  Agency National Security Classification Officer, IMB, accompanied Harold Mason of the Information Security Oversight Office (ISOO) on the fourth FY 85 ISOO inspection of the Agency. This inspection focused on the Agency's security education program conducted by the Security Education Group, Office of Security. A new video tape on audio countermeasures was viewed, followed by a general discussion of the training programs conducted by the Security Education Group. No problems were found and Mr. Mason seemed pleased with the Agency's security education program. The next scheduled inspection will be held on 15 August and will cover information security practices in the Directorate of Operations.

4. RECORDS CENTER. Records Center personnel performed the following activities during the week:

|             |  |
|-------------|--|
| RAMS:       | Made 11 additions, 28 changes, and 8 deletions.  |
| ARCINS:     | Jobs received/edited: 10.<br>Jobs keyed: 15 consisting of 1,325 entries.<br>Jobs completed: 31.<br>Title searches: 1 for OF. |
| Accessions: | Received 16 jobs totaling 163 cubic feet.  |
| Reference:  | Serviced 2,123 requests for records.   |

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4 June 1985

MEMORANDUM FOR: Director of Information Services

FROM:

[redacted]  
Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 29 May  
through 4 June 1985

1. RPD is currently handling 106 jobs. The tempo of activities picked up last week as RPD received 11 jobs to process with several on a priority basis. [redacted]

2. An officer from the Office of Personnel called to request that we suspend processing [redacted] because OP wants to add information regarding employee couples to the regulation. We informed OP that these proposed revisions were already in the hands of Agency coordinators with comments due on 28 May. OP then stated that the additional information would be provided to RPD in a week or two. [redacted]

3. We received a request through the Office of Communications from a [redacted] for certain page replacements for approximately 15 regulations. We are assembling the requested pages and will forward them to OC for pouching. [redacted]

4. [redacted] has been working on [redacted] incorporating numerous changes which OL accepted from coordinators. This is now completed and the handbook will be prepared for DDA approval before it

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proceeds to P&PD. C/RPD and [ ] met with a P&PD official on 3 June regarding specific procedures to be used when we send the 300 page handbook to P&PD via telecommunications. [ ]

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5. An officer from the Office of Personnel called on 29 May to ask that RPD hold up on the pen and ink change to [ ]

[ ] initiated by the Office of Security. OP wants to make further changes in this regulation to include a detailed list of employees covered by the term "Clearance Support Specialists" which is to replace "Confidential Correspondents". We are waiting for OS's reaction to OP's suggestion. [ ]

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6. Office of Finance has concurred in a revised draft of [ ] prepared by RPD and OGC. The regulation is now being prepared for DDA approval. [ ]

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7. [ ] took one day of annual leave, [ ] took a day of sick leave, and [ ] returned on 3 June from her week's leave. [ ]

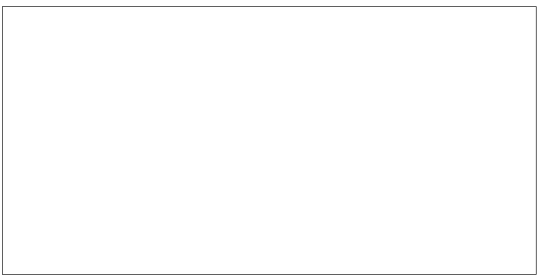
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8. RPD responded to requests from OC, OP, ORD, OL, OT&E, NC/IMS, and OD&E. Our clerical personnel handled 148 telephone queries during the week. [ ]

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Attachment



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